

## **FACULTY INFORMATION SHEET REGARDING HONOR CODE VIOLATIONS**

*This document assumes that faculty members who refer cases to Citizenship & Community Standards are familiar with the University of Denver's Honor Code. For further information, please visit our web site: <http://www.du.edu/ccs/>*

The Office of Citizenship & Community Standards (CCS) plays many roles on the University of Denver campus. We address violations of the Honor Code and provide alternative forms of conflict resolution for students, faculty, and staff. CCS is also active in educating the community about the Honor Code, including Academic Misconduct. Below are our responses to some frequently asked questions about the classroom environment and the *Student Conduct Policies* of the Honor Code.

Faculty members are encouraged to utilize the “Faculty Resources” page on the CCS website, which can be found at <http://www.du.edu/studentlife/ccs/faculty.html>. This page has a variety of resources for faculty members and instructors to utilize in their interactions with students including information on the Honor Code with sample syllabus statements, a link to the Incident Reporting Form, and additional information on academic honesty and plagiarism.

### **CLASSROOM BEHAVIOR QUESTIONS:**

#### **What should I do if a student displays disruptive behavior in the classroom?**

The Honor Code addresses classroom behavior in the following manner: *Interference* is “any act that disrupts or interferes with any educational, administrative, residential or other aspect of the University’s mission or operations.” This policy includes unauthorized conduct of any kind which interferes with the ability of other students to pursue their education in designated environments (e.g., residences, study areas, classrooms, or libraries), the functioning of faculty or staff, or any other aspects of the University’s educational mission.

#### **A sample syllabi statement regarding disruptive behavior could be:**

As stated in the *Honor Code*, students are expected to act with integrity, respect, and responsibility, particularly within the classroom setting. Disruptive behavior in the classroom or during educational instruction, (i.e., side-chatter, lewd language or behavior, being excessively loud, interruption of faculty instruction, etc.) is unacceptable. Individual instructors have the right to determine whether specific student behavior is disruptive. Instructors may require a student to leave an individual class meeting for disruptive behavior. More details about the *Honor Code* and the *Removal for Disruptive Classroom Behavior* process can be found at [www.du.edu/ccs](http://www.du.edu/ccs).

Individual instructors have the right to determine whether specific student behavior is disruptive. Instructors may require a student to leave an individual class meeting for disruptive behavior; however, instructors are not authorized to summarily remove a student from the course. Should such removal be deemed necessary, instructors must follow the procedure outlined below. In exceptional cases where a student’s presence is deemed an immediate threat to the instructor or other members of the class, instructors should immediately call Campus Safety at 303.871.3000.

Any further questions about this process should be directed to the [Office of Citizenship and Community Standards](#). The full “Removal for Disruptive Classroom Behavior” policy can be found in the Honor Code under **Section VII. Interim Actions** at [www.du.edu/honorcode](http://www.du.edu/honorcode)

**What should I do if I want to remove a student permanently from my class due to their disruptive behavior?**

The instructor should first meet with the student in an attempt to resolve the issue. Another faculty or staff member (including CCS or Campus Safety staff) may be asked to attend this meeting.

If this meeting fails to resolve the situation, the instructor shall inform the student of his/her intention to seek an involuntary drop, and provide the student an opportunity to drop the course voluntarily.

The instructor shall bring the matter to the office of the division or college Dean prior to the class meeting following the instructor’s meeting with the student. In consultation with the instructor, the Dean (or designee) shall determine whether to grant the request for an involuntary drop. The decision should be communicated to the student before the next scheduled class meeting and shall be communicated no later than one week from the instructor’s initial meeting with the student.

**ACADEMIC MISCONDUCT QUESTIONS:**

**What should I do when I *suspect* a student of academic misconduct?**

First and foremost, it is important to confront the student! When academic misconduct has occurred, it is often most educational and beneficial for a faculty member and student to work out a resolution immediately.

Instructors are encouraged to deal with academic misconduct in this informal fashion, provided:

- 1) *The student admits to having cheated & agrees to the proposed resolution; and*
- 2) *CCS is informed of the incident and the resolution.*

**What can I do in response to an *admission* of academic misconduct?**

Faculty members have final authority over grades issued in their classrooms. This means that instructors are welcome to apply whatever grade penalty they feel is necessary and/or appropriate when a student admits to cheating. While instructors are empowered to impose grade penalties even in the absence of such an admission, it is often better to refer such cases directly to CCS.

Faculty members also have limited authority over their classroom environments. If a student is posing an immediate disruption to the learning environment (by cheating on an exam, for example), you are fully within your rights to ask that student to leave the classroom. If the student refuses, Campus Safety Officers are available to escort him/her out. *Faculty may not summarily remove a student permanently from their class, either for academic or behavioral reasons.* Should you feel such action is necessary, please consult the “Removal for Disruptive Classroom Behavior” policy, which is discussed above in this document and in the Honor Code at [www.du.edu/honorcode](http://www.du.edu/honorcode)

**What should I do when I *accuse* a student of academic misconduct?**

Regardless of the decision on an academic resolution, instructors are strongly encouraged to notify CCS of any incident in which academic misconduct is alleged by filling out an Incident Report at

[www.du.edu/ccs/](http://www.du.edu/ccs/). It is very important to ensure that the University as a whole is represented in such cases and to make sure a student isn't making the same "innocent mistake" in several classes at once.

When an incident of academic misconduct is referred to this office, we will evaluate it to see what steps may be appropriate. CCS staff response will depend upon the circumstances, the response of the student, and the wishes of the faculty member. In all cases, CCS staff will meet with the student and discuss University action, in addition to whatever grade penalty is assessed by the faculty member.

*Faculty are urged not to assess a grade penalty if the student denies having cheated.* In such cases, it would be best for the incident to be immediately referred to CCS for resolution. If necessary, the student should be given an "Incomplete" grade for the course pending the outcome of disciplinary proceedings.

### **What is the role of CCS in academic misconduct cases?**

It is very important to remember that CCS does not *investigate* nor does it *prosecute* any alleged violations of the Honor Code; rather, we *facilitate* an educational process that seeks to provide a fair hearing of the evidence and the application of appropriate outcomes when necessary. Because of this, the CCS staff has a responsibility both to the faculty member who reports the allegations as well as to the student respondent(s).

Because CCS does not *investigate* it is essential for faculty to make all appropriate inquiries and collect all necessary evidence before referring the case to us. Faculty should identify potential witnesses who would be willing to make statements in support of a complaint. You are welcome and encouraged to contact this office while you are in the process of investigations for advice and/or further information about what documentation will be necessary.

Because CCS does not *prosecute*, it is imperative for faculty to remember that we are not on anyone's "side"; we are helping resolve a serious allegation and will attempt to do so in the fairest and most equitable manner possible.

## **PROCESS QUESTIONS:**

### **What will happen when CCS receives my complaint?**

In cases where a student accepts responsibility for the behavior in question, an administrative decision may be appropriate. A minimum of one year of Student Conduct Probation is the standard precedent for such violations, in addition to appropriate educational outcomes. This may be modified depending upon circumstances, including but not limited to the severity of the incident and the student's previous disciplinary history.

If a student denies the allegations, or if the student already has a significant disciplinary record, the case will likely be referred to the Conduct Review Board (CRB). The CRB is composed of faculty, students, and staff who have been trained by CCS to hear evidence and make decisions regarding violations of the Honor Code.

### **What will my role be in CCS proceedings?**

When a case is resolved via an administrative meeting, the CCS case manager will contact you before meeting with the student and will also notify you of the outcome. Because this can only happen in situations where a student accepts responsibility for the behavior in question, the resolution will most likely be known by all parties ahead of time (see our web site documentation for further information regarding student conduct outcomes).

If a case is sent to the CRB for resolution, you will be asked to attend the hearing in the capacity of a witness. *As stated above, it is important for you to provide all necessary evidence at the time of the hearing.* Decisions of the CRB are made based on a “preponderance of the evidence” (i.e., “What is more likely to have happened?”). The CRB will make its decision based solely upon all available and relevant evidence pertaining to the incident in question. Hopefully, this underscores the need for supporting evidence when bringing charges of academic misconduct.

Should you feel it necessary, you are welcome to attend the entire hearing under CRB procedures. More information regarding this will be provided to you by CCS staff at the appropriate time.

### **What should I do if a student reacts negatively when I confront a student due to disruptive behavior or accuse a student of academic misconduct?**

Depending on how the student reacts, instructors may want to respond in several different ways. If the student becomes confrontational and/or is an immediate threat, instructors should try to remove themselves from the situation immediately and should call Campus Safety at 303.871.3000.

If the student becomes very emotional and visibly upset, instructors should encourage the student to contact the Health and Counseling Center to speak with a counselor. If the situation is more immediately urgent, the instructor should contact the Counselor on Call via the Campus Safety emergency number at 303.871.3000.

If the student would like to speak to someone regarding the conduct process once a complaint is submitted, instructors should direct students to the CCS office located in the Driscoll Student Center Campus Life Suite.

### ***More questions??***

Please feel free to [contact us](#) at any time with whatever questions or concerns you may have. Also, be sure to check out the Faculty Resources page found on the CCS website at <http://www.du.edu/studentlife/ccs/faculty.html>.

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